

**Wage & Hour Seminar  
Tuesday, September 21  
8:30 a.m.—Noon  
Kirkland Conference Center  
Albany Tech Campus**

**Registration Form**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please make checks payable to: Albany Area Employer Committee.

Mail registration to: GA Department of Labor, PO Box 3450, Albany, GA 31706 or fax to 229-430-3825.

For additional information, contact Robin Chester, Lynne Jones, or Wanda Causey at 229-430-5010.

The Albany Area Employer Committee is a group of local business representatives who establish and maintain a working relationship between the Georgia Department of Labor and the employer community. This partnership involves acting as a sounding board for proposed and ongoing department policies, procedures and programs; identifying and recommending ways to meet community and employment related needs; furthering employer awareness of the department; and providing and obtaining assistance to and from Georgia's many local Workforce Partners.

**Albany Area Employer  
Committee**

c/o GA Department of Labor  
PO Box 3450  
Albany, GA 31706

Phone: 229-430-5010  
Fax: 229-430-3825

**Employer  
Seminar on  
Fair Labor  
Standards Act**

“To Enlighten,  
Encourage and  
Empower Employers  
to Meet and Maintain  
Compliance”



Hosted by the Albany  
Area Employer  
Committee

# Employer Seminar on Fair Labor Standards Act (FLSA)

Please join The Albany Area Employer Committee and the Georgia Department of Labor, Albany Career Center, as we welcome Warren Williams, Wage & Hour Investigator with the United States Department of Labor (USDOL), Wage and Hour Division as he presents an informative seminar,

**“To Enlighten, Encourage and Empower Employers to Meet and Maintain Compliance”**

**When:** Tuesday, September 21, 2010

**Where:** Kirkland Conference Center, Albany Technical College campus, 1704 S. Slappey Blvd., Albany, Georgia

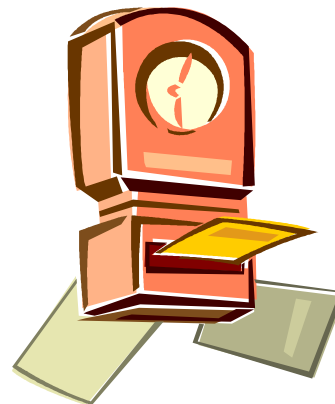
**Time:** 8:30 a.m.–Noon.

**Cost:** \$20 which includes continental breakfast

Please RSVP by September 16.

This presentation will include information on the Fair Labor Standards Act (FLSA) which establishes **minimum wage, overtime pay, record keeping, and youth employment standards** affecting full time and part-time employers and workers in the private sector and government.

**Attendees will receive a better understanding of the FLSA and how it affects their business practices.**



**As an employer, do you have questions about:**

- When is overtime due?
- When must breaks and meal periods be given?
- What notices must be given before an employee is terminated or laid off?
- How many hours is full time employment? Part time employment?
- How are vacation pay, sick pay, and holiday pay computed and when are they due?
- Who pays for Sick leave?
- Do I have to pay employee while on Jury Duty?
- Do I have to pay for Workplace Posters?

**If you have any of these questions or more, this seminar is for you.**

**Sign up today!**